

**Mt. San Antonio College
Curriculum & Instruction Council**

Minutes

March 11, 2014

3:30 – 5:00 pm

Conference Room: Bldg 4, Room 2440

X	Jeffrey Archibald	A	Jason Chevalier	X	Michelle Grimes-Hillman, Co-Chair	E	Irene Malmgren, Co-Chair
X	George Bradshaw	X	Tom Edson	X	Mary Johnson	E	John Pellitteri
E	Donna Burns	X	Jamaika Fowler	X	Terri Long	X	Dan Smith
Student Representative:							Recorder: Irene Inouye

	Agenda	Outcome
I.	Approval of Council Minutes February 25, 2014	Approved
II.	Information	Accepted
III.	Distance Learning Committee Minutes: December 10, 2013	
	Educational Design Committee Minutes: February 25, 2014 March 4, 2014	Accepted Accepted
	Equivalency Committee Minutes:	
	Outcomes Committee Minutes: December 3, 2013	Accepted
	Transfer & General Education Subcommittee Report:	
IV.	New or Substantive Program Changes	
V.	Items for Discussion or Action	
	DLC Purpose, Function, and Membership – M. Johnson	Moved forward to Senate as a Consent Item
	DLC Committee Goals – M. Johnson	Goal 3. There were some questions about the inclusion of the design and implementation and study of Student Success. Mary stated that the study goes on the end of year report to Academic Senate. The items and issues are being identified and addressed by conducting surveys among students about what works for them and what does not work. Goal 5 will be changed based on completion of objectives of the DL Educational Master Plan. Members had a discussion regarding success data and break down by section, division, and department. Approved, forwarded to Senate to be approved on consent agenda.
	Recommendations for DL Class Starting Date – M. Johnson	Faculty and students have questioned the official starting date of DL classes and Hybrid classes. Mary stated that up until now DL courses do not have an official starting date/time. As for hybrid courses, when a hybrid class meets midweek, students cannot add the class before the day the class begins. Add codes cannot be used until the first day the class meets which is an issue that needs to be addressed. Mary will include language and suggestions about best practices on starting dates for hybrid courses. Hybrid classes officially start on the first schedule meeting date. This document is to clarify when a DL (online) course starts and to assist faculty on how to determine if a student is still participating. Regarding no show and dropping, rosters must be cleared up by census day in order to get appropriate funding by the state. There was a question about how students interpret policies and practices.

		<p>This practice of no-shows and dropping should be practiced consistently across the campus. It seems like every instructor does it differently and this process is very confusing to students. Short term classes have a drop date the same day as the first class. In many cases, students have to be reinstated because they are dropped in error.</p> <p>There is a need for adding language regarding hybrid courses. This council suggested presenting this document in an AP format.</p> <p>This council recommends examining and incorporating these recommendations into AP 4105.</p> <p>Recommendation forwarded as is to the Academic Senate and another document will follow for Hybrid courses.</p>			
	College Committee Goals - M. Grimes-Hillman	<ul style="list-style-type: none"> - Compliance with title 5 - Meet transfer degrees mandate - Timely processing of courses and programs - Establish criteria for new courses development - Aligning SLOs and PLOs to existing curriculum process <p>This discussion will continue on next agenda.</p>			
	DSPS 13 - EDC recommends approval of teaching this course in a minimum of a 2 week format – M. Grimes-Hillman	Recommend for approval			
	MENT 82 - EDC recommends placing this course into a secondary discipline of Addiction Paraprofessional training – M. Grimes-Hillman	Recommend for approval			
	Low Unit Credit Certificates – M. Grimes-Hillman	<p>EDC reviewed a 3 unit certificate.</p> <p>Students in the Alcohol/Drug Counseling program need a Domestic Violence certificate consisting of a 3-unit course. This is a mandated certificate.</p> <p>There is a concern about implications if faculty decide to bring forward additional 3-unit certificates. Do we want to establish some kind of policy?</p> <p>There was a discussion about certain departments issuing their own certificates.</p> <p>This council concluded that Admission and Records should issue certificates published in catalog.</p> <p>Recommended for approval</p>			
	PCC Rubrics – M. Grimes-Hillman	<p>The college needs criteria defining guidelines when it comes to creating new courses as well as establishing priorities for course approval.</p> <p>The creation of a rubric with a set of criteria will help faculty create a rationale and justify the need for new courses.</p> <p>Limited resources make it a challenge to tell faculty that a new course does not meet the criteria to be reviewed and processed.</p> <p>Need for GE courses and how many we really need.</p> <p>This issue needs to be discussed in academic senate.</p> <p>Look at membership of other committees (Curriculum and Program Development Committee) and discuss what group or committee will determine/establish criteria for course development. Terri suggested that C&I is the appropriate group.</p>			
	SPCH 90 – Stand-alone course – M. Grimes-Hillman	On next agenda.			
<p>2013-14 Meetings 3:30-5:00 2nd & 4th Tuesdays</p>	<p>September 10 & 24, 2013 October 8 & 22, 2013</p>	<p>November 12 & 26, 2013</p>	<p>December 10, 2012</p>	<p>February 25, 2014 March 11 & 25, 2014 April 8 & 22, 2014</p>	<p>May 13 & 27, 2014 June 10, 2013</p>